

Paste Special function

You can use the Paste Special function to paste into another cell selected parts of the data in the original cell or cell range, for example its format or the result of its formula.

Paste Special dialog

- 1) Select a cell or a cell range.
- 2) Go to **Edit > Copy** on the Menu bar, or click the **Copy** icon on the Standard toolbar, or right-click and select **Copy** in the context menu, or press *Ctrl+C*.
- 3) Select the target cell or cell range.
- 4) Go to **Edit > Paste Special > Paste Special** on the Menu bar, or right-click and select **Paste Special > Paste Special** in the context menu, or use the keyboard shortcut *Ctrl+Shift+V*, to open the Paste Special dialog (Figure 43).
- 5) Select the options for *Selection*, *Operations*, *Options*, and *Shift Cells*. The Paste Special options are explained below.
- 6) Click **OK** to paste the data into the target cell or range of cells and close the dialog.

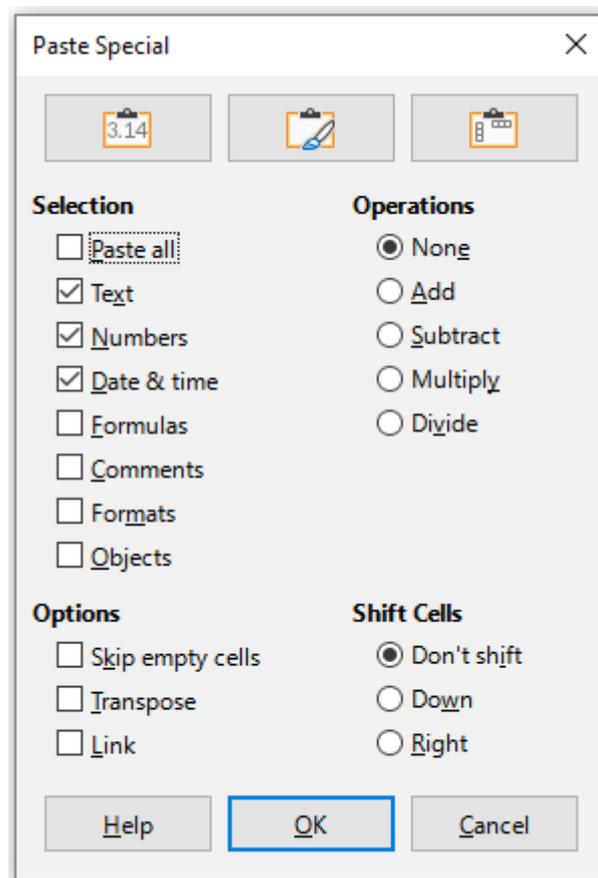


Figure 43: Paste Special dialog

Tip

Instead of steps 5) and 6) above, you can press one of the three shortcut buttons at the top of the dialog – **Values Only**, **Values & Formats**, or **Transpose**.

Paste Special options

- **Selection** – select a format for the clipboard contents that you want to paste.